



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Dept. of Natural Resources Environmental Protection Division Air Quality Control Section 4279 Memorial Drive, Suite D Decatur, Georgia 30032	Application Number 80-390-A	
Application Number		Date Received JAN 21 1985	Date Completed APR 16 1985
2. Person to Contact Linda L. Bray		Working Title Senior Secretary/Typist	Telephone Number 656-4997
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>80-390</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest <u>ca 1970</u> <u>Present</u>		5. Records Series Title (followed by title used in office; if different) Air Quality Source Monitoring Correspondence Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Protection Branch is responsible for implementing the Georgia Air Quality Act of 1978. It adopts rules and regulations necessary to control air pollution within the State, including establishing ambient air quality standards to prevent, control or abate air pollution. It also investigates pollution problems, develops preventive control programs, and insures industry compliance by licensing all industries that emit contaminants into the air.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: No Change Included are: File is arranged:			
8. Monthly Reference Rate		How often are records referred to which are: No Change One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records		No Change Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____	

a. Is this the official copy of the series?
If not, where is it?

b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.

c. Is this a vital record?

d. Does this series have historical or long term research value?

e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?

f. Is the information contained in this series ever published? If yes, attach copy.

g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?
If yes, attach copy.

h. Is there a duplication of this series in your office, or in another office or agency?
If yes, where?

i. Is this series (or a major portion of it) regularly microfilmed?

j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law _____ years.

b. Statute of limitation _____ years.

c. Federal law _____ years.

d. Audit period _____ years.

e. Administrative need 8 years.

f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

No Change

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- No Change

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 3 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 5 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

80-390 A

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
R. H. Collom	1/17/85	Pat H. Harris	1-18-85

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)		Date
	State Auditor/Designee	[Signature]	4/15/85
	Secretary of State/Designee	Edward Uelton	4/9/85
	Attorney General/Designee	[Signature]	4/15/85

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address GA. Dept. Natural Resources, EPD Air Quality Evaluation Section 4279 Memorial Drive, Suite D., Decatur, Georgia 30032	Application Number 80-390	
Application Number		Date Received OCT 23 1980	Date Completed NOV 17 1980
2. Person to Contact Elon Dodgen		Working Title Principal Secretary	Telephone Number 404/656-4997
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest ca 1970 present		5. Records Series Title (followed by title used in office, if different) Air Quality Evaluation Source Correspondence Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Quality Evaluation Section is responsible for preservation, protection, and improvement of air quality and to conduct a statewide source monitoring program so as to safeguard the public health, safety and welfare.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Determining air pollutant emissions from stationary sources. Included are: Correspondence to and from industry relating to emissions testing requirements, procedures, schedules and applicable regulations. Report Summaries			
File is arranged: Alphabetically by company			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>75</u> ; Seven to twelve months old <u>45</u> ; Thirteen to twenty-four months old <u>20</u> ; twenty-five months and older <u>5</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>8</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy. Recycle paper
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>R. H. Collum</u>	<u>10/6/80</u>	<u>Pat Harrison</u>	<u>10-20-80</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>11-13-80</u>
		Secretary of State/Designee	<u>11-10-1980</u>
		Attorney General/Designee	<u>11-13-80</u>